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January 25, 2013

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

Cynthia A. Harding

SUBJECT: **REQUEST TO AMEND EXISTING INFORMATION TECHNOLOGY SUPPORT SERVICES MASTER AGREEMENT WORK ORDER 7E-2397**

This is to notify you of the intent of the Department of Public Health (DPH) to request the Internal Services Department (ISD) to amend the Information Technology Support Services Master Agreement (ITSSMA) Work Order 7E-2397 with Logic House, LTD, to increase the total maximum amount by \$72,553 from \$299,990 to \$372,543, for the term of the work order ending September 30, 2013.

The scope of work for this Amendment will support the acquisition, development, enhancement, and integration of information systems that address a diverse set of DPH operations. The Business Analyst Consultant, hired through Logic House, LTD, will assist in business analysis work, which includes developing and documenting the functional requirements and technical specifications for information systems that support all relevant DPH processes and workflows.

Justification

Currently, DPH does not have sufficient staff with the requisite technical skills and knowledge to perform this business analysis work. This Amendment will ensure the continuity of business analysis services to improve DPH operations through automation support, data collection, information management, and improve the DPH's ability to respond efficiently and effectively to public health matters within the jurisdiction. DPH will request a Senior Information Systems Analyst position during Fiscal Year 2014-15 budget period to continue the projects and activities currently being addressed by the Business Analyst Consultant. The Consultant's hourly rate for this Work Order will remain the same through the extended term of this Work Order. Sufficient funds for this project are available in DPH's Fiscal Year 2012-13 Budget. Costs will be partially offset by the Centers for Disease Control and Prevention's Strengthening Public Health Infrastructure for Improvement Health grant. DPH will not request additional funds or time extensions for this Work Order.

Notification Timeline

Consistent with ITSSMA policies and procedures, I am informing your Board of my intention to extend the term of this Work Order and increase the maximum dollar amount. If no objection is received from

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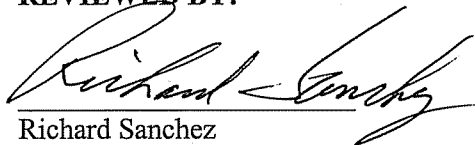
your Board in ten business days upon receipt of this Board notification, I will request ISD to proceed with the Amendment of this Work Order.

If you have any questions or would like additional information, please let me know.

JEF:jg

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Chief Information Officer
Director, Internal Services Department

REVIEWED BY:



Richard Sanchez
Chief Information Officer

1-29-13
Date